

Guide for Review of Tenant-Based Rental Assistance (TBRA) Programs			
Participating Jurisdiction (PJ):			
Staff Consulted:			
Program Year(s) Reviewed:		Agreement Date:	
Program Amount:		Subrecipient (if applicable):	
Name(s) of Reviewer(s)		Date	

NOTE: All questions that address requirements contain the citation for the source of the requirement (statute, regulation, NOFA, or grant agreement). If the requirement is not met, HUD must make a finding of noncompliance. All other questions (questions that do not contain the citation for the requirement) do not address requirements, but are included to assist the reviewer in understanding the participant's program more fully and/or to identify issues that, if not properly addressed, could result in deficient performance. Negative conclusions to these questions may result in a "concern" being raised, but not a "**finding**."

Instructions: This Exhibit is for use in assessing the overall administration of the PJ's Tenant-Based Rental Assistance (TBRA) program. It is divided into three sections: Program Design; Participant Eligibility; and Subsidy Administration. It may be used alone or in conjunction with project monitoring Exhibits. It may also be used as an interview instrument for program staff. If an area or question is not examined, make a note to this effect in the "Describe Basis for Conclusion" section. Regarding the selection of files to be sampled in assessing a PJ's TBRA Program, the guidance in Section 7-4 in the introduction to this Chapter should be followed.

Questions:

A. PROGRAM DESIGN

1.

Did the PJ certify to its need for TBRA in its Consolidated Plan for the year(s) being reviewed? [24 CFR 92.209(b)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

2.

Are there established selection policies and criteria (preferences)? [24 CFR 92.209(c)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

3.

If the program is limited to special needs groups, has the PJ identified the special needs group as having an unmet need in its Consolidated Plan for the year(s) being reviewed? [24 CFR 92.209(c)(2)(ii)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion:			

4.

If the program is limited to special needs groups, are services non-mandatory? [24 CFR 92.209(c)(2)(i)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion:			

5.

If the program provides preferences for persons with special needs, is the preference system applied consistently in the cases reviewed and in a manner that does not limit the opportunities of persons on any basis prohibited by laws listed under 24 CFR 5.105(a)? [24 CFR 92.209(c)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion: 			

6.

Does the PJ have a procedure for ensuring that participants who are on the Section 8 waiting list retain their Section 8 eligibility pursuant to 24 CFR 92.209(l) after they receive HOME TBRA?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion: 		

B. PARTICIPANT ELIGIBILITY

7.

Is PJ using current HOME limits? [24 CFR 92.209(c)(1)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion: 		

8.

Is the PJ using one of the three approved definitions of income for its TBRA program? [24 CFR 92.203(b)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

9.

Are procedures for projecting income applied consistently for applicants whose files were reviewed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

10.

Is the PJ <u>projecting</u> anticipated household income for a 12-month period? [24 CFR 92.203(d)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

11.

Is the PJ using source documentation to determine applicant eligibility? [24 CFR 92.203(a)(2)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

12.

Is the PJ re-determining income annually? [24 CFR 92.209(c)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

C. SUBSIDY ADMINISTRATION

13.

Are TBRA contracts between the PJ and the participant for a period of no more than 24 months? (Renewal clauses are permissible.) [24 CFR 92.209(e)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

14.

Are participants' adjusted (gross) incomes calculated in accordance with 24 CFR 92.203(d) and the <i>Technical Guide for Determining Income and Allowances for the HOME Program</i> ? [24 CFR 92.209(h)(1)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

15.

Are monthly TBRA subsidies no more than the difference between the PJ's rent standard for the unit size and 30% of the participants' adjusted (gross) income? [24 CFR 92.209(h)(1)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

16.

Has the PJ established a minimum rent contribution? [24 CFR 92.209(h)(2)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

17.

Does the PJ review and approve all leases? [24 CFR 92.209(k)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

18.

Does the PJ have a procedure for ensuring that all leases meet HOME requirements (e.g., no prohibited lease clauses) pursuant to 24 CFR 92.253(a) and (b)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

19.

Does the PJ disapprove leases (initial and renewal) for units that are not rent reasonable? [24 CFR 92.209(f)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

20.

Has the PJ established a rent standard? [24 CFR 92.209(h)(3)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

21.

a. If the PJ bases the rent standard on local market conditions, does it appear to be reasonable given the data used? [24 CFR 92.209(h)(3)(i)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A

Describe Basis for Conclusion:

b. If the rent standard is not locally determined, does it fall between 80% of the FMR and 100% FMR or has HUD-approved a community-wide exception rent for the area? [24 CFR 92.209(h)(3)(ii)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A

Describe Basis for Conclusion:

c. Is the method of determination adequately documented?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No

Describe Basis for Conclusion:

22.

Does the PJ enter into written agreements with landlords enumerating their responsibilities with respect to the HOME TBRA?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

23.

Does the PJ correctly allocate utility payments to the owner or tenant, depending on which party pays utility bills? [24 CFR 92.209(k) and 24 CFR 92.504(b)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

24.

Are procedures in place to ensure timely payment to landlords and tenants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

25.

Are there procedures to ensure that all costs paid are eligible (rental assistance, security deposit, and utility deposits if provided in conjunction with rental or security deposit assistance)? [24 CFR 92.209(a) and 24 CFR 85.20(b)(5)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

26.

Does the PJ have procedures in place to ensure that initial and periodic Section 8 Housing Quality Standards (HQS) inspections are conducted for TBRA units pursuant to 24 CFR 92.209(i)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		